

VERSAILLES MUNICIPAL UTILITIES  
WATER TREATMENT PLANT OPERATOR

Versailles Municipal Utilities operates a Class IV water treatment plant and is currently accepting applications for a full time Class II, or higher, Water Treatment Plant Operator. The successful candidate will be, after completing the experience requirements, required to obtain a Class IV treatment license as a condition of continued employment. Under general supervision, assists in the daily operation and maintenance of the water plant and performs related work as required.

Must possess a valid Kentucky Driver's license. Must be able to respond to calls in emergency situations at all hours. Salary dependent on experience and license classification. 100% Employee Health Insurance and Retirement benefits are included.

Application deadline is March 18, 2022. Applications and a detailed job description are available via City of Versailles website at: <https://versailles.ky.gov> or are also available at our 196 S. Main Street office in downtown Versailles. No phone calls please. Resumes alone will not be accepted.

Versailles Municipal Utilities is a Certified Drug Free Workplace and requires pre-employment and random drug screening. Versailles Municipal Utilities is an Equal Opportunity Employer.

CITY OF VERSAILLES  
POSITION DESCRIPTION

Class Title: Water Plant Operator II

Dept/Div: Public Works/Water Plant

Supervisor: Water Plant Superintendent

Supervises: None

Class Characteristics: Under general supervision, assists in the daily operation and maintenance of the water plant; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assists in the daily operation and maintenance of the water plant involving collection and treatment of water in compliance with established procedures and standards and federal and state laws and administrative regulations.
3. Assists with inspection and/or monitoring of pumps, charts, gauges and meters daily.
4. Assists with collection of water samples and conducting lab tests; adjusts chemicals and/or equipment as necessary.
5. Adds chemicals in accordance with prescribed standards.
6. Assists with preparation and maintenance of accurate reports/records.
7. Assists with forwarding water samples and reports as required.
8. Assists with performing servicing and preventive maintenance programs on plant and equipment; makes minor repairs and/or adjustments on plant and equipment; forwards requests for major repairs and/or equipment to superiors.
9. Assists with maintaining adequate inventory of spare parts, chemicals, equipment and tools.
10. Assists with minor construction projects.
11. Assists with maintenance and cleaning of plant and grounds.
12. Attends training programs to obtain licenses at each level after meeting experience requirements.
13. Assists with water distribution testing.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by work experience and/or education acceptable by the Kentucky Natural Resources and Environmental Protection Cabinet to have received Class II Water Plant Operators License. (See also Certification Requirements.)

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of water plant operations.
2. Knowledge of federal, state laws and administrative regulations with reference to water treatment.
3. Knowledge of functions, servicing and maintenance requirements of mechanical equipment and machinery.
4. Knowledge of and ability to comply with safety standards.

Abilities:

1. Ability to detect mechanical flaws and make minor repairs to plant and equipment.
2. Ability to assist with maintaining preventive maintenance and servicing program.
3. Ability to prepare and maintain accurate reports.
4. Ability to assist with maintaining inventory of chemicals, spare parts and tools.
5. Ability to establish and maintain effective working relationships with officers, other employees, and the general public.
6. Physical ability to perform heavy labor for extended periods of time, often under adverse weather conditions.

ADDITIONAL REQUIREMENTS

Instructions: Instructions are detailed and specific, covering all aspects of the work; instructions are more general after the employee learns each job.

Processes: Work varies slightly and seldom required to take different, new or unusual approaches in completing work assignments.

Review of Work: Most completed work is reviewed until the employee learns each job.

Analytical Requirements: Problems require analysis based on precedent.

Physical Demands of the Job: Work requires access to buildings, including high places, confined spaces, and using stairs and ladders; intermittent standing, walking and stooping; must lift objects over 25 pounds; work is performed outdoors regardless of weather conditions; must operate vehicle and equipment; exposed to machinery and its moving parts; exposed to fumes, chemicals and toxic substances.

Tools and/or Equipment Used: Construction and/or mechanical tools and equipment (hand tools, power tools, etc.), laboratory equipment, phone, computer, calculator, etc.), computerized chemical feeders, safety equipment, vehicles, mower.

Contacts: Occasional contacts with the public and employees or supervisors from other departments.

Confidential Information: Little or no use of confidential information.

Mental Effort: Light/moderate.

Interruptions: Few.

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.

Certification Requirements: Must possess and maintain a Class II Water Treatment Plant Operators License issued by the Commonwealth of Kentucky; must receive Class III and IV license within twelve months after meeting experience requirements at each level.

Additional Requirements: Must be able to respond to emergency situations at all hours.

Overtime Provision: Non-exempt.